



Accessing Webinars and Computer-Based Training

my|CalPERS Training Registration

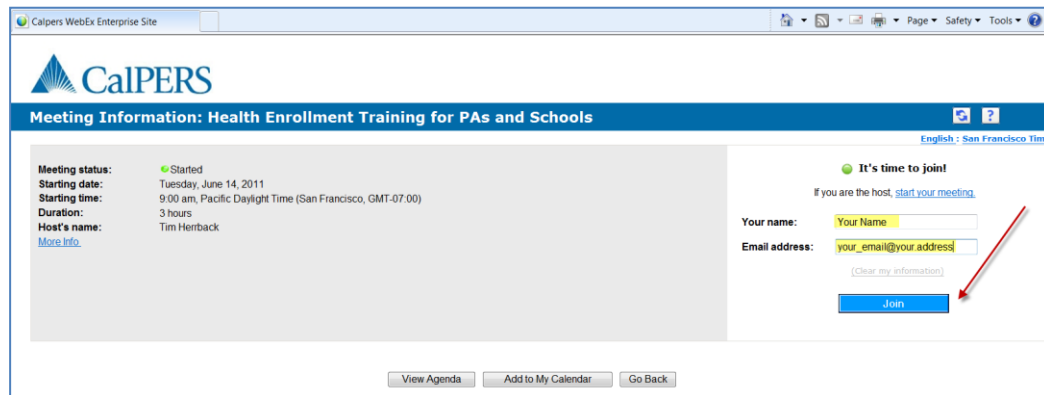
Accessing Webinars

Step	Action														
1.1	<p>Log in to my CalPERS Training Registration using your email address and confirmation code. You will be redirected to your <i>Training Registration Summary</i> page.</p> <p>Note: You need to be registered for a webinar (WT) before you can access it. To register for a WT, visit my CalPERS Training Registration.</p>														
1.2	<p>To access a WT, select the Webinar URL, which will appear 30 minutes prior to the start time.</p> <div data-bbox="331 800 1362 1209"> <p>Webinar Training</p> <table> <tr> <td>Course Code</td><td>WT-01</td></tr> <tr> <td>Course Title</td><td>Membership & Payroll for Public Agency and School Employers</td></tr> <tr> <td>Date/Time</td><td>June 13, 2011 01:30pm to 04:30pm</td></tr> <tr> <td>Webinar URL</td><td>http://www.calpers.ca.gov/jasper/ei/pert/registration/url.jsp?regId=54&code=10001</td></tr> <tr> <td>Webinar Phone</td><td>866-352-2112 Passcode = 6498348</td></tr> <tr> <td>Status</td><td>Unregistered</td></tr> <tr> <td>Actions</td><td>View Course Material</td></tr> </table> </div>	Course Code	WT-01	Course Title	Membership & Payroll for Public Agency and School Employers	Date/Time	June 13, 2011 01:30pm to 04:30pm	Webinar URL	http://www.calpers.ca.gov/jasper/ei/pert/registration/url.jsp?regId=54&code=10001	Webinar Phone	866-352-2112 Passcode = 6498348	Status	Unregistered	Actions	View Course Material
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1.3	<p>You will be redirected to another page. Select the link join as a participant.</p> <div data-bbox="331 1367 1362 1824"> </div>														

Continued on next page

Accessing Webinars, Continued

- 1.4 Enter your name and email address and then select **Join**.



The screenshot shows the CalPERS WebEx Enterprise Site interface. The top navigation bar includes the CalPERS logo and the text "Meeting Information: Health Enrollment Training for PAs and Schools". Below this, the meeting status is displayed as "Started" with a green checkmark. The starting date is Tuesday, June 14, 2011, at 9:00 am, Pacific Daylight Time (San Francisco, GMT-07:00). The duration is 3 hours, and the host's name is Tim Herback. A "More Info" link is provided. On the right side, there is a section titled "It's time to join!" with a green checkmark. It prompts the user to enter their name and email address. The "Your name:" field contains "Your Name" and the "Email address:" field contains "your_email@your.address". A red arrow points to the "Join" button. Below the registration form, there are three buttons: "View Agenda", "Add to My Calendar", and "Go Back".

- 1.5 To access the audio portion of the WT, dial the phone number as listed on your *Training Registration Summary* page. Then, enter your passcode and follow the prompts given.

Webinar Training	
Course Code	WT-01
Course Title	Membership & Payroll for Public Agency and School Employers
Date/Time	June 13, 2011 01:30pm to 04:30pm
Webinar URL	http://www.calpers.ca.gov/jasper/ei/pert/registration/url.jsp?regId=54&code=10001
Webinar Phone	866-352-2112 Passcode = 6498348
Status	Unregistered
Actions	View Course Material

Accessing Computer-Based Training

Step	Action										
2.1	<p>Log in to my CalPERS Training Registration using your email address and confirmation code. You will be redirected to your <i>Training Registration Summary</i> page.</p> <p>Note: You need to be registered for a computer-based training (CBT) course before you can access it. To register for a CBT, visit my CalPERS Training Registration.</p>										
2.2	<p>To access a CBT course, select the CBT URL.</p> <div><p>Computer-Based Training</p><table><tr><td>Course Code</td><td>CBT-01</td></tr><tr><td>Course Title</td><td>my CalPERS Overview and Demographics for Employers</td></tr><tr><td>CBT URL</td><td>http://www.calpers.ca.gov/jasper/ei/pert/registration/url.jsp?regId=1583&code=10001 (Adobe Flash Player is required to view computer-based training modules.)</td></tr><tr><td>Status</td><td>Registered</td></tr><tr><td>Actions</td><td>Unregister</td></tr></table></div> <p>Note: You can access CBT courses immediately after registering for them. They are available to view as many times as you wish.</p>	Course Code	CBT-01	Course Title	my CalPERS Overview and Demographics for Employers	CBT URL	http://www.calpers.ca.gov/jasper/ei/pert/registration/url.jsp?regId=1583&code=10001 (Adobe Flash Player is required to view computer-based training modules.)	Status	Registered	Actions	Unregister
Course Code	CBT-01										
Course Title	my CalPERS Overview and Demographics for Employers										
CBT URL	http://www.calpers.ca.gov/jasper/ei/pert/registration/url.jsp?regId=1583&code=10001 (Adobe Flash Player is required to view computer-based training modules.)										
Status	Registered										
Actions	Unregister										
2.3	<p>To continue a lesson from where you previously left off, launch the CBT by selecting the URL on your <i>Training Registration Summary</i> page and then select the lesson you wish to view from the main menu.</p>										

Having Trouble Viewing Computer-Based Training?



If you are experiencing difficulty viewing a computer-based training course, follow the tips on [CalPERS On-Line](#).